

EXHIBIT 3-E

INSTRUCTIONS FOR THE REQUEST FOR PAYMENT FORM

PART 1 - REQUEST FOR PAYMENT

This section is self-explanatory. The applicant must complete all information blocks.

PART 2 - STATUS OF FUNDS

MATCH ACTIVITY:

Column B

Enter the amount of match contribution committed by the grantee in the final Montana Department of Commerce (MDOC) Contract. **NOTE: This amount must be certified and documented at regular intervals and fully certified and documented prior to project closeout.**

Column C

Enter the amount of match that has been certified by the Grantee to the HOME Program Officer prior to this draw.

Column D

Enter the amount of match that is being certified by the Grantee with this draw request. Provide supporting documentation of match contribution and submit with draw request.

Column E

Calculate the remaining balance of match to be certified by subtracting your entries in Columns C and D from Column B, i.e., $B - C - D = E$

(Note: Formulas will automatically calculate if using the MDOC-created Request for Payment form)

SOFT COSTS BUDGET:

Column B - Lines 1-6: AMOUNT BUDGETED AS PER MDOC CONTRACT

Enter the amounts budgeted for each of the line items from the soft costs sections of the approved budget, as shown on the approved Program Budget attachment of your MDOC contract. Any changes to the budget are subject to MDOC approval.

Column C - Lines 1-6: BALANCE REMAINING PRIOR TO THIS DRAW

Enter the balance of funds remaining prior to this draw (do not include the draw amount submitted with this draw request). On line 6, enter the sum of Lines 1-5.

Column D - Lines 1-6: AMOUNT REQUESTED THIS DRAW

On lines 1-5, enter the amount of this draw for each appropriate line item. On line 6, enter the sum of lines 1-5.

Column E - Lines 1-6: SOFT COSTS BALANCE REMAINING

Enter the balance of funds remaining after this draw for each appropriate line item. On line

6, enter the sum of lines 1-5.

Column E - Line 7: PERCENT OF TOTAL SOFT COSTS BUDGET REMAINING

To calculate the percentage of HOME soft cost funds remaining after this draw request, divide the amount in Column E, Line 6 by the amount in Column B, Line 6 and enter the result in Column E, Line 7.

(Note: Formulas will automatically calculate if using the MDOC-created Request for Payment form)

PROJECT ACTIVITY BUDGET:

Column B - Lines 8-14: AMOUNT BUDGETED PER MDOC CONTRACT

Enter the amounts budgeted for each of the line items from the Project Activities Section of the approved budget, as shown on the approved Program Budget attachment of your MDOC grant contract. On Line 14, enter the Total Project Activity Budget (Sum of Column B lines 8-13). Any changes to the project activity budget are subject to MDOC approval.

Column C - Lines 8-14: BALANCE REMAINING PRIOR TO THIS DRAW

On lines 8-13, enter the balance remaining prior to this draw for each of the project activities listed. On Line 14, enter the sum of lines 8-13.

Column D - Lines 8-14: AMOUNT REQUESTED THIS DRAW

On line 8-13, enter the amount requested for this draw for each appropriate line item. Details of these project activities, per individual project number, are to be outlined in Part 3: Project Activity Budget Summary Sheet. On line 14, enter the sums of lines 8-13.

Column E - Line 8-14: PROJECT BALANCE REMAINING

Enter the balance of funds remaining after this draw for each appropriate line item. On line 14, enter the sum of lines 8-13.

Column E - Line 15: PERCENT OF TOTAL PROJECT ACTIVITY BUDGET

To calculate the percentage of HOME Project Activity funds remaining after the current draw, divide the amount on line 14 in Column E by the amount on line 14 in Column B and enter the result in Column E, line 15.

(Note: Formulas will automatically calculate if using the MDOC-created Request for Payment form)

PROGRAM INCOME SUMMARY:

Column B - Line 16: AMOUNT RECEIVED TO DATE

Enter total amount of HOME Program Income / CHDO Proceeds received to date.

Column C - Line 16: AMOUNT EXPENDED TO DATE

Enter amount of HOME Program Income / CHDO Proceeds funds expended to date.

Column D - Line 16: PROGRAM INCOME / CHDO PROCEEDS ON HAND

Calculate the amount of Program Income / CHDO Proceeds on hand by subtracting the amount expended to date from the amount received to date (Column B, Line 16 minus Column C, Line 16).

(Note: Formulas will automatically calculate if using the MDOC-created Request for Payment form)

PART 3 - PROJECT ACTIVITY BUDGET SUMMARY

Project-level detail for each draw will be entered in this section. The project summary information for the draw will be transferred to the corresponding categories on the first page of **Exhibit 3-E** in Part 2 in the Soft Costs and Project Activity Budget portions.

Most of the information requested in this section is self-explanatory. If you have questions when filling out this form, contact your HOME Program Officer.

Part 1

Enter your MDOC contract number and the draw number

Part 2

Column A

Enter each project number for which you have committed HOME funds.

Note: For each draw, list all HOME projects in Section 3 of this form, regardless of whether or not the draw reflects activity for all projects.

Column B

Enter the amount of funds you have committed to each project as verified on your project set up and/or revision forms.

Column D

Enter the amount of funds being drawn for each project according to the relevant project activity category (i.e., acquisition/land and buildings, site work, construction and rehab, professional fees, construction and permanent financing fees, soft costs, syndication costs and developers fees).

Column E

Enter the total for the amounts listed in the six parts of column D

Column F

Subtract Columns C and E from B ($F = B - C - E$)

Column G

Indicate whether the draw is a partial or final draw for the particular project

PART 4 - CONTRACT REPORTING

Two forms, **Exhibit 3-H** and **Exhibit 3-I**, need to be completed when the project budget includes a payment to a contractor. These forms must be included for MDOC payment approval.

PART 5 - LOCAL CERTIFICATION

This section must be signed by two of the parties authorized to request payments on the *Signature Certification Form*, **Exhibit 3B-1**.

PART 6 - MDOC CERTIFICATION

This Section is to be completed by MDOC Personnel.